

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					060	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
OS Statistical Report						<input type="checkbox"/> NARRATIVE
						<input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		<input checked="" type="checkbox"/> SECURITY			
	MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
2	Monthly			7		
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.		DDS/OS	
		<input checked="" type="checkbox"/> NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
EPD				17		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X
						TIMES PREPARED =
GS-07	3.89		2		7.78	12
GS-13	8.06		12		96.72	12
GS-15	11.00		1		11.00	12
GS-16	12.76		1/2		6.38	12
GS-17	14.77		1/4		3.69	12
GS-18	17.07		1/4		4.26	12
						\$ 93.36
						1160.64
						132.00
						76.56
						44.28
						51.12
						(Continued Next Page)
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
<p>This report with modifications has been made monthly since the early days of the Office of Security. It is a historical document of the activities and operations of the OS. It is used for budget preparations, special reports and for comparative purpose of work activities.</p>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
5 October 1970		Chief, EPD				

# REPORTS INVENTORY

CONTROL NO.

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OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

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8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	11.00		1/4		2.75		12		33.00
GS-13	8.06		1/4		2.01		12		24.12
GS-17	14.77		1/4		3.69		12		44.28
GS-14	9.44		1/4		2.36		12		28.32
GS-14	9.44		1/4		2.36		12		28.32
GS-15	11.00		1/4		2.75		12		33.00 = \$1749.00

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### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

SECRET

Classification

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## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
FEEDER REPORTS - 17									
GS-05 thru GS-15	3.46 thru 11.00		261 hrs 40 min.		\$1,217.88		12		\$14,614.56

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					\$16,363.56

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## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070092-9	